

Sub Plans *At-a-Glance*

TEACHER _____

ROOM / GRADE _____

DATE(S) _____

SUB NOTE Most important thing for today:

DAILY SCHEDULE

PERIOD	TIME	CLASS / ACTIVITY

MATERIALS & WHERE TO FIND THEM

CLASSROOM ROUTINES

Entry / start-of-class

Bathroom / hall pass

Early finishers

MEDICAL & ALLERGY ALERTS

STUDENT SUPPORT NOTES

END-OF-DAY CHECKLIST

- ☐ Collect & stack student work
- ☐ Log any incidents in note below
- ☐ Leave this sheet on the desk

SUB NOTES FOR TEACHER

BUDDY TEACHER (ROOM)

MAIN OFFICE / EXTENSION

SCHOOL NURSE / ROOM
